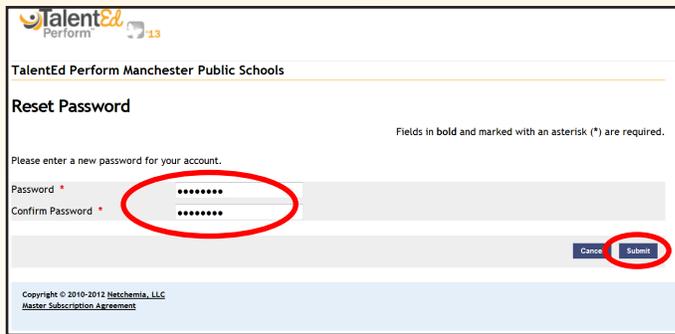
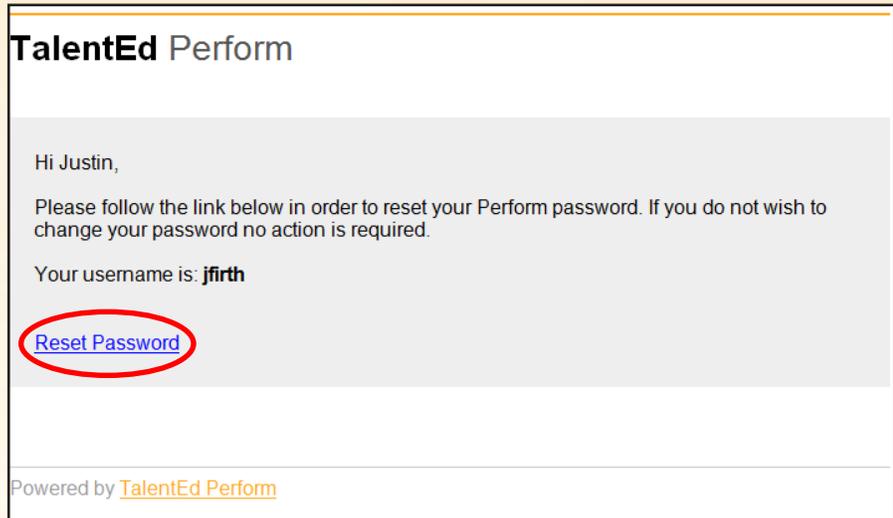


RETRIEVING YOUR PASSWORD

In order to retrieve your password you will be sent an email like the one displayed to the right. Note: If you have not received an email to reset your password please check your Barracuda filter or contact your school's Technology Specialist for help. Within the email click on the "Reset Password" link. This will take you to a web page where you will be allowed to reset your password. Type your new password in the first field and confirm it in the second one below. These passwords must match exactly. Once you

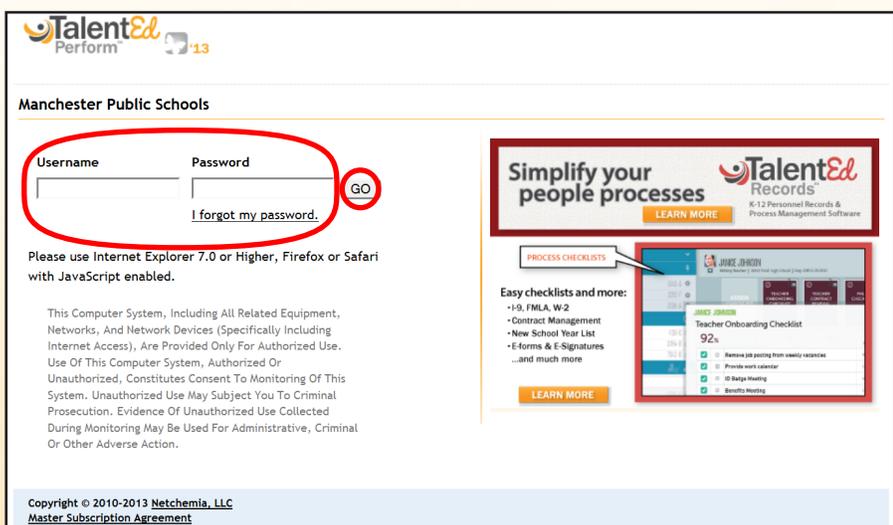


have a matching passwords in both fields click the "Submit" button in the lower right hand corner. Once this is complete you will be taken to a success screen with a link to return to the login page. Click this link. You are now ready to log into TalentEd Perform.

LOGGING IN

To log into TalentEd you will need your user name and password. Your user name is your full Manchester Public Schools email address. For example, "Teacher1@manchesterct.gov" would be a teacher's full email address and thus their user name within TalentEd. Your password is the password you created when you were sent the original TalentEd email. If you do not have a password please complete the steps under "Retrieving Your Password" above.

Enter your user name and password into the indicated fields. Once both are entered correctly click the "Go" button. If you have forgotten your password you can enter your user name and click the "I forgot my password" link and TalentEd will send a replacement password to your email box.

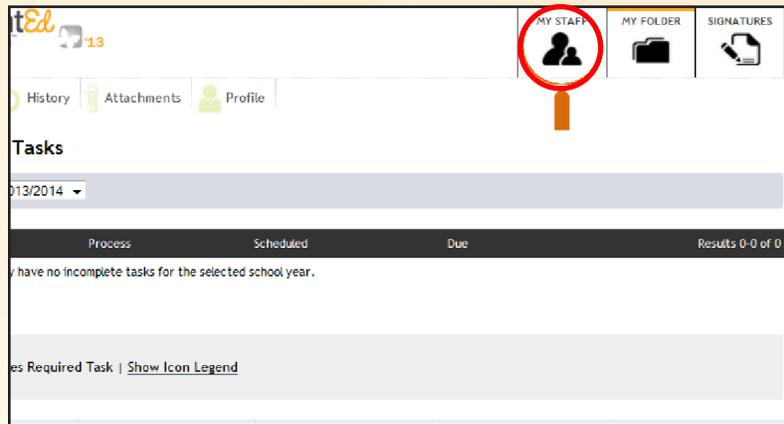


Login link:

<https://manchester.cloud.talentedk12.com/perform/login.aspx>

VIEWING YOUR STAFF

When you first log in you will be viewing the “My Folder” menu. Here you can see any incomplete tasks that you have. In order to view your staff click on the “My Staff” menu at the top left. You can see a picture of it to the left with the correct menu circled.



All Staff		Not Evaluated	Evaluation	Action Plan		
Search: <input type="text"/>						
Job Type: All Job Types Process: All Processes Tenure Level: All Levels						
Last	First	Employee ID	Job	Start Date	Hire Date	Results 1-15 of 29
<input type="checkbox"/>	BALTHAZR	MICHELLE	7326	READING CONSULTANT	05/11/1999	START A PROCESS FOLDER
<input type="checkbox"/>	BELKNAP	BARBARA	7093	GRADE 1 TEACHER	10/02/1995	START A PROCESS FOLDER
<input type="checkbox"/>	CAPPELLO	ELISE	9649	GRADE 3 TEACHER	09/30/2005	START A PROCESS FOLDER
<input type="checkbox"/>	DONOVAN	RITA	7341	SPECIAL EDUCATION	09/05/1984	START A PROCESS FOLDER
<input type="checkbox"/>	FRANKOVITCH	DEANNA	7431	GRADE 2 TEACHER	01/05/2004	START A PROCESS FOLDER
<input type="checkbox"/>	GORDON	CHELSEA	10817	GRADE 5 TEACHER	08/28/2007	START A PROCESS FOLDER
<input type="checkbox"/>	HACKETT	KATHLEEN	7516	GRADE 2 TEACHER	09/03/1986	START A PROCESS FOLDER
<input type="checkbox"/>	JONES	NATALIE	9536	GRADE 2 TEACHER	08/25/2005	START A PROCESS FOLDER
<input type="checkbox"/>	KNIGHT	MELISSA	13929	KINDERGARTEN TEACHER	09/28/2011	START A PROCESS FOLDER
<input type="checkbox"/>	KOVACS	SHARON	7659	KINDERGARTEN TEACHER	08/27/2001	START A PROCESS FOLDER
<input type="checkbox"/>	MARCINIAK	LAUREN	14410	GRADE 2 TEACHER	10/01/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MARTIN	JACQUELYN	7827	GRADE 1 TEACHER	08/21/2002	START A PROCESS FOLDER
<input type="checkbox"/>	MCDONALD	ELIZABETH	14417	CURR COACH NUMERACY K-5	10/22/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MEDYNSKI	ELIZABETH	12338	GRADE 3 TEACHER	06/05/2008	START A PROCESS FOLDER
<input type="checkbox"/>	MILTON	BETH	7845	GRADE 4 TEACHER	09/14/1998	START A PROCESS FOLDER

Once you are in the “My Staff” menu you will see a screen similar to the one on the left. By default the “Evaluation” tab is selected. This will only display employees who currently have a processes assigned to them. In order to see all of your staff members you must click the “All Staff” tab as displayed on the image to the right. This will display all staff members whether they have a process assigned or not.

ASSIGNING A PROCESS

Once you are viewing your entire staff you can begin to assign processes to them. This can be done individually or in bulk. To assign a processes individually select the “Start a Process” button to the right of a teachers name. To assign processes in bulk check the box to the left of each teacher to whom you want to assign the process and use the bulk action drop down menu to assign a process to all of them. Please note that you must filter by job type to use the bulk option.

Last	First	Employee ID	Job	Start Date	Hire Date	Results 1-15 of 29
<input checked="" type="checkbox"/>	BALTHAZR	MICHELLE	7326	READING CONSULTANT	05/11/1999	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	BELKNAP	BARBARA	7093	GRADE 1 TEACHER	10/02/1995	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	CAPPELLO	ELISE	9649	GRADE 3 TEACHER	09/30/2005	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	DONOVAN	RITA	7341	SPECIAL EDUCATION	09/05/1984	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	FRANKOVITCH	DEANNA	7431	GRADE 2 TEACHER	01/05/2004	START A PROCESS FOLDER
<input type="checkbox"/>	GORDON	CHELSEA	10817	GRADE 5 TEACHER	08/28/2007	START A PROCESS FOLDER
<input type="checkbox"/>	HACKETT	KATHLEEN	7516	GRADE 2 TEACHER	09/03/1986	START A PROCESS FOLDER
<input type="checkbox"/>	JONES	NATALIE	9536	GRADE 2 TEACHER	08/25/2005	START A PROCESS FOLDER
<input type="checkbox"/>	KNIGHT	MELISSA	13929	KINDERGARTEN TEACHER	09/28/2011	START A PROCESS FOLDER
<input type="checkbox"/>	KOVACS	SHARON	7659	KINDERGARTEN TEACHER	08/27/2001	START A PROCESS FOLDER
<input type="checkbox"/>	MARCINIAK	LAUREN	14410	GRADE 2 TEACHER	10/01/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MARTIN	JACQUELYN	7827	GRADE 1 TEACHER	08/21/2002	START A PROCESS FOLDER
<input type="checkbox"/>	MCDONALD	ELIZABETH	14417	CURR COACH NUMERACY K-5	10/22/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MEDYNSKI	ELIZABETH	12338	GRADE 3 TEACHER	06/05/2008	START A PROCESS FOLDER
<input type="checkbox"/>	MILTON	BETH	7845	GRADE 4 TEACHER	09/14/1998	START A PROCESS FOLDER

Once you have selected that you want to assign a process you must choose a process type, a process name, a job type, and a due date for the completion of the entire process. Optionally you can also assign a start date and a due date for each individual form within the process. Once you have all of the correct information in place scroll to the bottom of the page and click the “Assign Process” button.

If Process Name drop-down is blank, edit the process you wish to assign under Configuration--Processes to include the appropriate job types.

Process Type *

Process Name *

Job Type *

Due Date *

Type	Title	Responsible	Required	Pre-requisites	Workflow	Start Date (Optional)	Due Date (Optional)
1	Form A: School-Level Parent Feedback Goal School-Level Parent Feedback (10% of Summative Evaluation)	Supervisor	No	No	Approval Signature	<input type="text"/>	<input type="text"/>
2	Form B: Student Growth and Development Goals	Supervisor	No	No	Approval Signature	<input type="text"/>	<input type="text"/>
3	Form C: Guiding Questions For Formal Observation Pre-Conferences	Direct Report	No	No		<input type="text"/>	<input type="text"/>

ASSIGNING EVALUATORS

After assigning a process you will be returned to the Evaluation tab in the staff section as pictured to the right. From here you can assign an alternate evaluator by checking the box next to the name of the teachers you want reassigned and then using the “Bulk Action” drop down menu to select “Assign Evaluator.”

After clicking the “Go” button a pop-up box will appear for you to select an evaluator to assign. The list includes all employees in the system so it can be cumbersome to scroll through the list and find the evaluator you want. Instead, type the last name of the person you are looking for into the search field. Once you have the person you want click the “Assign” button to assign them as the evaluator. You will receive a confirmation message and when you return to the staff menu you will see the new evaluators name in the “Responsible” column.

FORM SHARING

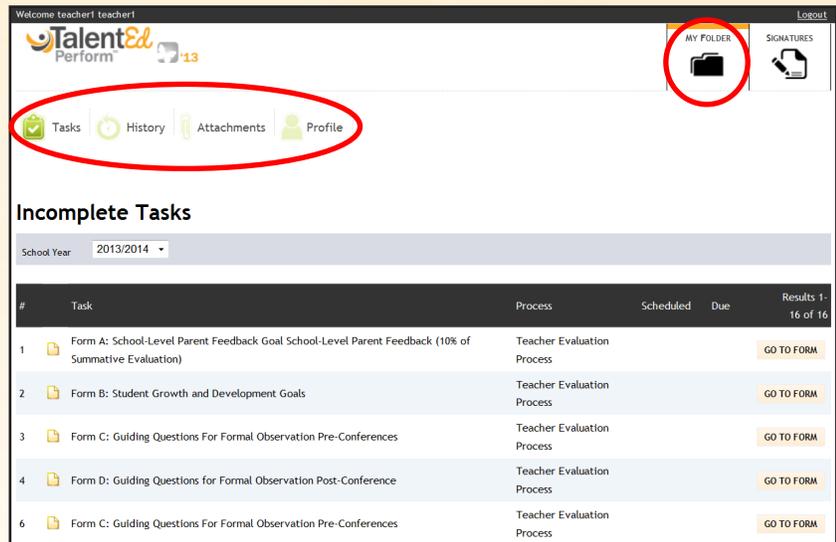
Three forms within the process: form A, form B and form G, require both the administrator and the teacher to fill out different sections of the same form. To accomplish this the form must be shared to the teacher using form sharing. To use form sharing view the form and click the “Form Sharing” button at the bottom of the page. This will open a second menu allowing you to assign permissions to the teacher. Select the top option to allow the teacher to edit the draft and click the “Save Form and Share” button. The form is now shared with the teacher and will now show in their dashboard. Once they have completed their section they will submit it and end form sharing, allowing you complete your section of the form and save and submit the form.

THE MY FOLDER MENU

After logging in you will be taken to the “My Folder” menu. The My Folder Menu is your home screen within TalentEd. From here you can view tasks, go to forms, review your history, view attachments, and view your profile.

Near the top left are four green menus. Each of these serves a different function. The one that is open when first logging into TalentEd is the Tasks Menu. This will display any and all open tasks that you have left to perform. The tasks will be displayed below along with pertinent information such as: the name of the task, the process to which the task belongs to, the date the task is due to be completed, and a link to the task itself.

The History menu allows you to view the history of your account including updates and completion dates. The Attachments menu will allow you to view attachments that have been added to the various forms.



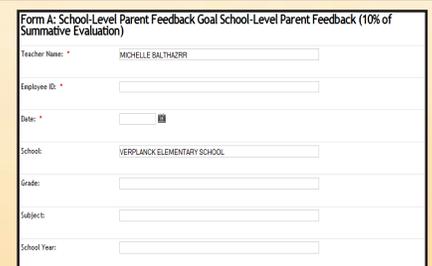
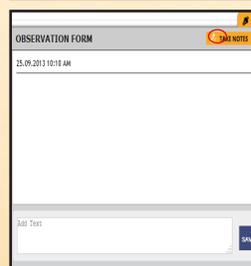
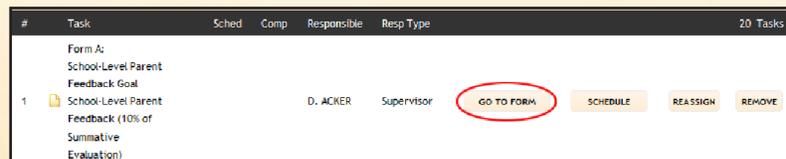
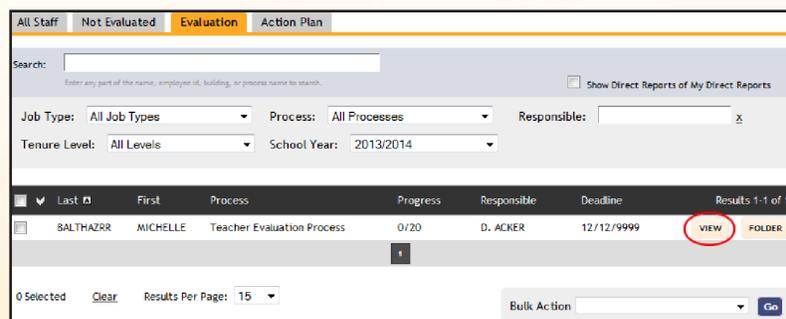
Finally, the Profile menu will allow you to view your profile within TalentEd. Here you will see your full name, user name, email address, job type, and list of supervisors. From this menu you can also change your password by clicking the, “Change My Password” link.

VIEWING AND FILLING OUT FORMS

Once you return to the Staff menu you will see all teachers with assigned processes under the evaluation tab. To begin to fill out a form assigned to that teacher click the view button to the left of their name. This will take you to a menu that lists all the forms available in the process. To go to the form click the “Go to Form” button. At this point you will see the form and be able to fill out the various fields. An example of form A can be viewed to the far right. While filling out any form the evaluator is able to take notes. This can be used for scripting purposes or for any other reason. To open the note taking menu click the pen icon displayed to the right. Once the menu is open you can type your text where it says “Add Text” and click save when you are done. More than one block of text may be saved.

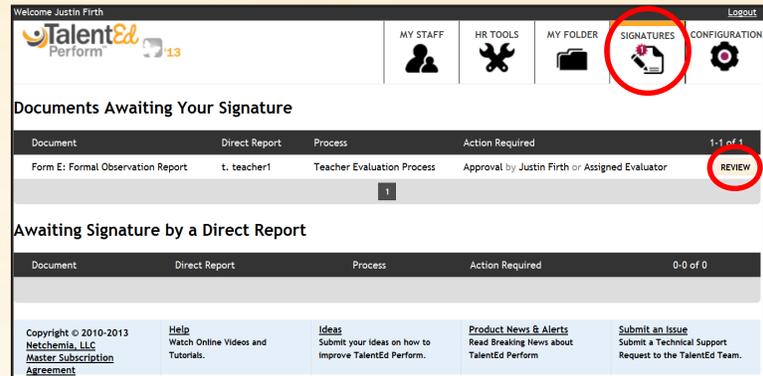
If you have not completed a form and wish to continue working on it later you can click the “Save Progress” button located on the bottom of the screen. This will save your progress and allow you to resume where you left off at a later time.

Once you have completed the whole form you will need to save and submit the form. Please note that this will lock the form and prevent further changes. To save and submit the form click the “Save and Submit” button located on the bottom of the form. This will alert your direct reports that you have completed the form and begin the approval and signature process. Please note that form A must be completed before any subsequent forms can be saved and submitted. However, other forms can be filled out and any progress on them saved until form A is complete.

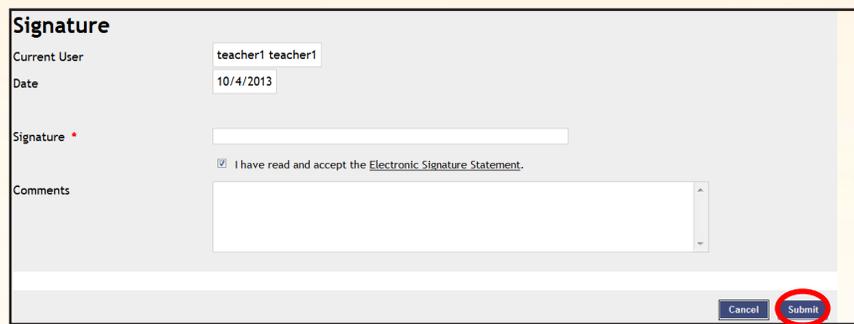


APPROVAL SIGNATURES

Once a form has been saved and submitted it is ready for review and approval. Once this is complete you will need to digitally sign the form. In the top right hand corner of your screen you will see a menu called signatures. Click on that menu and you will be taken to a screen like the one displayed to the right. Click the “Review” button to be taken to the form so that you may review. Once you are confident that the form has been filled out correctly scroll to the bottom of the page and click the “Approve” button. If errors were made the form may be unlocked by clicking the “Revision Needed” button .



Once the form is approved it will be sent to the direct report for their signature. After they sign the form you will receive an email alert and the form will appear again in your Signature menu. At this point you will need to sign the form. To do this click the review button again to view the form. Now scroll all the way to the bottom, type your full name in the signature, make sure the check box below is checked, add any comments you wish in the comments field, and click the submit button.



ADDITIONAL ASSISTANCE

For additional assistance please contact your school’s technology specialist.

Alternatively please contact Justin Firth via email at jfirth@manchesterct.gov or by phone at 860-645-4812.

Additional resources can be viewed at the Human Resources home page: <http://publicschools.manchesterct.gov/page.cfm?p=543>.

